



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 4<sup>th</sup> INFANTRY DIVISION AND FORT CARSON**  
**6105 WETZEL AVENUE, BUILDING 1435**  
**FORT CARSON, COLORADO 80913-4289**

AFYB-CG

MAY 10 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY15 Command Recycling Policy

1. **PURPOSE.** To set forth Installation policy and understanding concerning the commitment to recycling our solid waste in order to convert it to a valuable resource and minimize landfill disposal. To provide guidance for accountability of the Army civilian and military personnel to recycle solid waste streams as applicable to their organizations. This memorandum outlines my policy and establishes responsibility for the implementation of the Command Recycle Policy. Effective implementation of this program will reduce solid waste disposal costs, increase Qualified Recycling Program (QRP) revenue generated, and help Fort Carson achieve progress toward its Net Zero Waste goal.

2. **REFERENCES.**

- a. Executive Order 13423-Strengthening Federal Environmental, Energy and Transportation Management, 24 January 2007
- b. Executive Order 13514-Federal Leadership in Environmental, Energy and Economic Performance, 05 October 2009
- c. Army Regulation (AR) 420-1, Army Facilities Management, 24 August 2012
- d. FC Regulation 200-1
- e. Fort Carson Net Zero waste goal

3. **APPLICABILITY.** This memorandum is applicable to all brigades and battalions, tenants, Garrison activities and agencies and contractors assigned or attached to Fort Carson. I hold commanders/directors responsible for the effective implementation of this important policy. This policy applies to all Garrison, training, mobilization and fielding activities at Fort Carson and the Pinon Canyon Maneuver Site.

4. **POLICY.** Efficient use of budgets and resources is and will remain a Command priority. I expect commanders/directors to ensure their organizations effectively recycle their applicable waste streams and I expect the Directorate of Public Works (DPW) to provide training and services to all units in order to foster simplicity and compliance with

their recycling effort. This policy letter outlines responsibilities at all levels to achieve diversion goals and convert valuable waste streams into revenue to support the Installation services and Directorate of Family and Morale, Welfare and Recreation (DFMWR) programs. All Fort Carson units, directorates, activities and tenants will recycle and ensure required efforts are included in the functional responsibilities of their agencies, staffs and commands.

a. Commanders/Directors

(1) Assign a facility manager (FM) for every organizational facility. The duties of FMs on Fort Carson are expanded to include Net Zero energy, water and waste responsibilities and to serve as the point of contact for all DPW-related facility issues.

(2) Ensure the organizational members recycle waste streams as applicable to the organization as outlined in the enclosed standard operating procedure (SOP).

b. Facility Managers

(1) Attend DPW's Facility Management Class, which provides training specifically on the recycling procedures.

(2) Develop a Recycling Program SOP using the recycle information included in the attached FM SOP tailored to their organization for the management of recyclable materials. The SOP shall establish unit responsibilities to regularly transfer the recyclables from the facility recycling stations to the dumpsters.

(3) Coordinate with DPW Recycle (526-5898) to obtain recycling containers and establish collection points near facilities. Request totes or dumpsters from the Fort Carson Recycle Program based on the facilities' specific needs.

(4) Train organizational personnel on recycling and collection procedures and manage the organization's program.

(5) Call the Fort Carson Recycle Program staff if any outside container in the area requires immediate servicing. Ensure recycle containers are available and maintained within their area of responsibility.

(6) Communicate directly with the Fort Carson Recycle Program staff with questions and concerns.

c. Fort Carson Facility Occupants

(1) Recycle all waste streams as applicable in their organizational facilities and operations.

(2) Require each work station occupant to service their own personal desk side collection containers by placing recyclables in central recycle points inside buildings.

d. DPW Operations and Maintenance Division Recycle Team

(1) Provide clearly labeled containers and recycling stations to organizations for collection of accepted recyclable materials. Fort Carson Recycle staff will only service the source separation collection containers and paper totes in civilian organization buildings.

(2) Provide and service dumpsters and roll-offs that are clearly labeled for the appropriate recyclable materials at collection points to support individual or multiple facilities.

(3) Notify organizations if dumpsters are contaminated with inappropriate recyclables or trash. DPW will not service contaminated dumpsters, and will place Red Tags on the fouled containers. DPW will require the organization to perform corrective action on the Red Tagged dumpsters before servicing.

(4) Sell recyclable commodities through the QRP.

(5) Inspect unit's recycling compliance as part of scheduled organizational inspection program.

(6) Perform announced courtesy visits to units to determine unit compliance with this policy. DPW will provide informal feedback directly to unit leadership on their practices.

(7) Provide training on the recycling program.

(a) DPW Facility Management Class. Students must register through G3 Troop Schools.

(b) DPW Environmental Protection Officer's (EPO) Course. Students must register through G3 Troop Schools.

(c) Unit-focused training provided by Recycle staff. Contact the Recycle Center Facility Manager at 526-5898 to coordinate.

5. DPW will transfer excess revenue from the QRP sales to DFMWR in order to fund specific Soldier and Family events and programs on Fort Carson as approved by the QRP Board.



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6. The POC for this memorandum is Mr. Eric Bailey, Recycle Program Manager, at (719) 526-1695.

Encls  
Facility Manager SOP



PAUL J. LACAMERA  
Major General, U.S. Army  
Commanding

Distribution: A